

PERSONNEL

Temporary Telework Assignments

To ensure continuity of operations during an emergency, the board of directors authorizes the superintendent to approve temporary teleworking assignments. For purposes of this policy, existence of such emergency is determined by the superintendent and authorization of teleworking assignments may be modified or revoked by the superintendent at any time at their discretion.

Telework is a temporary, alternative work arrangement in which part of, or all, weekly scheduled work is performed at an alternate work location. Telework is neither a benefit nor an entitlement and in no way changes the terms and conditions of employment. Positions eligible for temporary telework will be determined by Employee Services in consultation with the applicable supervisor(s).

Continuation of Operations

The assignment of qualified employees to temporary telework is a strategy that may be implemented to maintain continuity of district operations, render mutual aid to other agencies, or reduce risks to staff members during an emergency. The scope, availability, and duration of telework in an emergency is at the sole discretion of the superintendent.

Conditions of Temporary Telework Assignments

Teleworking requires, at a minimum, communication between the teleworker and the supervisor in a manner and frequency that is appropriate for the job assignments involved. Routine contact should occur to verify the teleworker is active and to resolve any problems that may arise. The employee's district work site will remain the employee's official duty station. The employee may be required to report to the official work site when the nature of the workload requires it.

Employees who do not accept a temporary telework assignment may be placed on leave of absence for the duration of the telework assignment. Terms of the leave of absence will conform with applicable law and policy, including whether the leave is paid or unpaid.

Pasco School District policies and procedures remain in effect while teleworking. All employees are expected to adhere to all applicable policies while performing work at the alternate work location. Under no circumstances shall employees perform work while under the influence of alcohol, marijuana, or controlled substances while teleworking.

The principles of public accountability must be applied in the performance of telework schedules and duties. While teleworking schedules may be flexible, teleworkers will be expected to request a leave if they wish to be absent from their alternate work location for personal reasons. Paid work time will be exclusive of personal business and activities.

Employees will be responsible for documenting time and attendance as required by the supervisor. Employees will not exceed their normal working hours in a week without prior approval of the supervisor. Overtime while teleworking is not authorized without advance approval by the supervisor.

Confidentiality

Employees are required to abide by all applicable policies, regulations, and laws governing the confidentiality of student and staff information, including paper records and electronic information. Confidential materials will not be removed from the regular work site without proper security measures taken by the employee, including protection of confidential data. The employee will take reasonable steps to protect any district-owned equipment, to ensure the confidentiality of district information, and to use district resources for district purposes only. District equipment must be properly maintained and protected from damage, theft, or cyberattack.

Safety, Liability, and Worker's Compensation

The teleworking employee will provide and maintain a safe alternate work area that is adequate for performance of official duties. The district will not be liable for damages to the employee's personal or real property while the employee is teleworking. The district is not liable for any injuries sustained by family members or third parties at the employee's alternate work location.

Injuries sustained by the employee at the designated alternative work site are normally covered by worker's compensation. The employee will immediately notify the supervisor of any accident or injury that occurs at the alternative work site and will complete any forms as required by the district. Investigation of the accident or injury may require the supervisor or district designee to inspect the premises of the alternate work site.

The employee shall act in a responsible manner to avoid injury while teleworking. Failure to take reasonable health and safety precautions will result in discontinuation of the teleworking assignment.

Cross Reference:	Board Policy	1000	Legal Status and Operations
		2180	Technology and Electronic Resources
		3600	Student Records
		4100	Confidential Communications
		4411	District Relationships with Law
			Enforcement and other Government
			Agencies
		5021	Applicability of Personnel Policies
		5223	Conflicts of Interest
		5320	Personnel Leaves
		8300	Risk Management
		8301	Employee Safety
		8332	Workers Compensation
		8350	Privately Owned Property
		8400	Data Management
		8410	Records Management and Retention

Legal Reference:	RCW 28A.400.030 Ch. 28A.635 Ch. 40.14 Ch. 42.56 Ch. 49.17 49.51.910 WAC 180-87 181-87-090 32 USC Sec. 1232g 34 CFR, Part 99	Superintendent's duties Offenses relating to school property and personnel Preservation and Destruction of Public Records Public Records Act Washington Industrial Safety and Health Act (WISHA) Construction of chapter—Effect of existing agreements—Collective bargaining agreement prevails where conflict Professional Certification—Acts of Unprofessional Conduct Improper remunerative conduct Family Education Rights and Privacy Act Regulations—Family Education Rights and Privacy Act
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